

**Submitted:** 9/7/2012  
**Jurisdiction:** Maryland  
**Agency:** State Police  
**Division/Unit:** Special Operations Division

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 411  
**MSA ID:** SE55-2543

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	31's Employee Work and Leave Reports past retention dates.	1209	PER 2-1	June 2008 thru Sept. 2011	0.01 cu ft.	09/07/2012	Shredding
2	161: Performance Appraisals and supporting documentation - past retention dates.	1209-A-17	PER 5-1	197 through July 2007	0.04 cu ft.	09/07/2012	Shredding
3	195: Equipment Loss/Damage Report & supporting documentation - past retention dates.	1209-A-38	FIS 3-2	June 1999 through Dec. 2008	0.02 cu ft.	09/07/2012	Shredding
4	30: Personnel Information - past retention dates.	1209-A-24	PER 5-7	2004 through 2008	0.001 cu ft.	09/07/2012	Shredding
5	201: Donation of Sick Leave - past retention dates.	1209-A-24	PER 5-10	Oct. 2001 and April 2008	0.001 cu ft.	09/07/2012	Shredding
6	9: Request for training and supporting documentation - past retention dates.	1209-A-24	PER 5-12	Jan. 1999 through Nov. 2006	0.02 cu ft.	09/07/2012	Shredding
7	152: Inspection Report and supporting documentation - past retention dates.	1209-A-24	PER 5-15	June 2005 through June 2010	0.006 cu ft.	09/07/2012	Shredding
8	165: Personnel Counseling & supporting documentation - past retention dates.	1209	PER 5-16	Jan. 1999 through Dec. 2007	0.001 cu ft.	09/07/2012	Shredding
9	168: Request for Secondary Employment Withdrawals - past retention date.	1209-A-24	PER 5-9	June 1999 through Dec. 2003	0.001 cu ft.	09/07/2012	Shredding

### Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

9/7/2012

Date